

**Department of Personnel O.M. No.8/8/71-Est.(SCT),
dated the 22nd April, 1971, to all Ministries/Departments, etc.**

Subject :—Maintenance of rosters for giving effect to the reservations for Scheduled Castes and Scheduled Tribes in services—proforma for annual inspection by Liaison Officers.

Attention of the Ministry of Finance etc. is invited to this Department's O.M. No. 27/4(ii)/70-Est. (SCT) dated the 3rd September, 1970 (copy enclosed) in which it has been laid down that the Liaison Officers shall conduct annual inspection of the rosters maintained in the Ministries/Departments/Offices of the Heads of the Departments with a view to ensuring proper implementation of the orders providing reservations for Scheduled Castes and Scheduled Tribes. To facilitate effective and complete scrutiny of the rosters, a proforma for the inspection of the rosters has been drawn up and is annexed to this O.M. Ministry of Finance, etc. are requested to instruct the Liaison Officer to utilise the proforma in making their inspections. Effective steps may also be taken to remedy the defects, if any, pointed out in the inspection reports.

Proforma for conducting inspection of rosters maintained for providing reservations for Scheduled Castes and Scheduled Tribes in services.

NAME OF OFFICE

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster viz. the one prescribed for (1) Direct recruitment on an all India basis by open competition (2) Direct recruitment on an all India basis otherwise than by open competition (3) Direct recruitment on a local or regional basis, or (4) promotion, as the case may be is being followed.
3. Whether rosters are being maintained separately for (1) Permanent appointments and temporary appointments likely to become permanent or to continue indefinitely and (2) Purely temporary appointments or 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed viz. Appendix 6 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/1/69-Est. (SCT) dated 22nd December, 1969.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.
6. Whether immediately after an appointment has been made, the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.
7. Whether any gap is left in the roster.
8. Whether the roster is being maintained in the form of a running account from year to year.
9. Whether before appointing a general candidate against reserved vacancy, (i) prior approval of the Department of Personnel was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 16 of the Brochure to secure Scheduled Caste/Tribe candidates were taken in the case of vacancies included in the roster for purely temporary appointments.

10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H.A. O.M. No. 31/10/63-SCT(I) dated 27-3-1963 and 2-5-1963.
11. Whether an abstract is given, after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year.
12. Whether reservations have been carried forward to three subsequent years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in M.H.A. O.M. No. 27/25/68-Est. (SCT) dated 25th March, 1970 before treating them lapsed.
13. Any other remarks.

SUMMING UP

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer

Designation

Date

Remarks of Head of
Department/Secretary of _____
the Ministry.
